



Planning & Building Division



**Fax: 614-529-6017**

**DO NOT E-MAIL!**

### PAYMENT BY CREDIT CARD

(this is NOT a “soft account” – form is shredded after intended use)

**Print name as it appears on Credit Card:**

\_\_\_\_\_

**Cardholder or Authorized Signature:**

\_\_\_\_\_

**IF THIS IS INCOMPLETE IT WILL NOT BE PROCESSED.**

**Date:** \_\_\_\_\_

**Contact Name & Phone #:** \_\_\_\_\_

**List information that will connect this transaction to your permit/inspection/record.**  
(i.e. address &/or permit number – company name).

\_\_\_\_\_

**Billing Address for Credit Card:** *Street # & Zip Code ONLY*    **Street #:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

Circle the credit brand you will be using:    **VISA    MasterCard    DISCOVER    AMERICAN EXPRESS**

Except for American Express, credit cards have 16 digits: \_\_\_\_\_

Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_    3 OR 4 digit CVN number on back of card \_\_\_\_\_

If payment is being made by credit card, please provide the information above, sign and return this form.

If payment is for a permit, the form **must** be mailed or faxed with the permit application.

The information contained on this document is not part of the Public Record if faxed and will be shredded after an approval code is obtained.

Thank you,  
The Planning & Building Division